



Acceptable Use Policy

Pronounced80 Solutions Limited

Freeing business from the tyranny of legacy software

Version 1.0 | Effective: May 2026 | Review: Annual



1. Purpose

To define acceptable use of company and client information, systems and devices.

2. Scope

All personnel and contractors using company or client systems, accounts, data or devices on behalf of Pronounced80 Solutions Limited.

3. Acceptable Use

- Use systems lawfully and only for legitimate business purposes.
- Protect credentials; never share passwords or MFA tokens.
- Lock devices when unattended; use full-disk encryption and screen lock.
- Keep operating systems, browsers and tooling up to date.
- Use approved tools for storing/transferring sensitive information.
- Report suspected security issues, lost devices and phishing immediately.

4. Prohibited Use

- Unauthorised access to systems or data.
- Sharing client data outside the agreed scope.
- Storing client confidential data on personal accounts or unmanaged services.
- Disabling security controls (encryption, antivirus, updates, MFA).
- Use for illegal, harassing, discriminatory or offensive purposes.

5. Email and Communications

- Be professional, accurate and confidentiality-aware.
- Verify recipients before sending sensitive content.
- Do not click suspicious links or open unexpected attachments.

6. Software and AI Tools

- Only use licensed/approved software.
- Do not paste client confidential or personal data into public AI tools unless explicitly approved by the client.

7. Anti-Bribery, Anti-Corruption and Conflicts of Interest

- Personnel must not offer, give, request or accept bribes, kickbacks or improper advantages, in line with the UK Bribery Act 2010.
- Reasonable, proportionate and transparent business hospitality is acceptable but never where it could improperly influence a decision.
- Actual or potential conflicts of interest must be declared to the Director promptly.



8. Monitoring

Use of company and client systems may be logged for security and compliance purposes, in line with applicable law.

9. Enforcement

Non-compliance may lead to disciplinary action and/or contract termination.